

DSS ADMINISTRATIVE LETTER NO. ECONOMIC AND FAMILY SERVICES 2-2017
EFS_WF_AL-2-2017
(Work First)

TO: County Directors of Social Services

ATTENTION: Work First Program Administrators, Managers, and Supervisors

DATE: March 30, 2017

SUBJECT: Work First Services for Low Income Families Survey for State Fiscal Year (SFY) 2017 - 2018

EFFECTIVE DATE: April 1, 2017

I. GENERAL INFORMATION

The Temporary Assistance for Needy Families (TANF) State Plan requires all counties to provide Work First Services for Low Income Families At or Below 200% of the Federal Poverty Level (FPL). Counties must choose at which income level they will provide services, 150% or 200%. County social services agencies may amend their designation by providing written notification to the Division each state fiscal year.

Please refer to [DSS Administrative Letter No. Economic and Family Services 01-2017](#) for the **allowable** federal poverty levels for 2017.

II. POLICY PROCEDURES

County social services agencies must complete and return the attached survey. The agency must designate at which federal poverty level they will provide Work First Services for **SFY 2017-2018**. This will ensure all applicants are provided an equal opportunity to receive benefits and services under the Work First program.

County agencies are required to process services in the NC FAST system. The survey responses will be stored in NC FAST for each local Work First program. When counties process cases for Work First Services, their designated FPL will be used for the eligibility determination.

III. IMPLEMENTATION INSTRUCTIONS

Surveys must be completed and submitted by **May 1, 2017**. If the survey is not completed and returned by the deadline above, it will be documented that the county will offer Work First Services **at 200% of the Federal Poverty Level**.

Work First Services will continue to be monitored and will result in a monitoring finding and potential County Responsible Overpayment (CROP) if provided differently than reported.

If there are questions, please contact sharon.d.moore@dhhs.nc.gov or (919) 527-6313.

Sincerely,

A handwritten signature in black ink that reads "David Locklear". The signature is written in a cursive style with a long horizontal flourish extending to the right.

David Locklear, Chief
Economic and Family Services

Attachment (1):

[EFS_WF_AL-2-2017a1 \(Work First Services Survey\)](#)